



Project Management Specialist

(Strategic Information/Monitoring Evaluation and Learning)

**Solicitation No. AID-018-21**

**OPEN TO:** All Interested Candidates  
**POSITION TITLE:** Project Management Specialist (Strategic Information/Monitoring Evaluation and Learning)  
**OPENING DATE:** September 15, 2021  
**CLOSING DATE:** October 8, 2021  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY RANGE:** FSN 11 - (ZMK566,438.91 p.a. – ZMK893,414.34 p.a.)  
**PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment I.

Sincerely,

/s/

Summer Tucker  
**Contracting Officer**  
USAID/Zambia

## **ATTACHMENT I**

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicants from eligible and qualified persons for the position of **Project Management Specialist (Strategic Information/Monitoring Evaluation and Learning)**:

### **BASIC FUNCTION:**

The USAID Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning (SI/MEL) is located in the Economic Development Office and plays a lead role in the development of effective economic development strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representatives (C/AORs) managing Mission economic development programs/projects/activities.

The Contractor reports directly to the Economic Development Office Director and applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate SI and MEL and other data into meaningful policy and program improvements. The Contractor serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to Economic Development Office leaders, the broader USAID Mission, implementing partners (IPs) involved in approximately \$200 million worth of economic development program monitoring and evaluation, and within the host government. The Contractor serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **a. Program/Project/Activity Performance Management and Reporting**

- Provides senior/high level technical guidance to the Economic Development Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
- Provides expert direction and technical guidance in the implementation of the Economic Development Office portions of the Mission Performance Management Plan (PMP), and Economic Development Office responsibilities from Mission PMP; and, SI and MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical strategic information (SI) and monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage Economic Development Office responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and SI/MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
- Provides technical leadership to CORs/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Economic Development Office topics. Briefs Economic Development Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to Economic Development Office technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance Reports.

- Leads USAID's economic development data and information systems, including the development and management of a Mission level repository for data within the Economic Development office's purview, including biodiversity, trade, agriculture, climate change, energy and co-management of data with the Health Office for nutrition and water and sanitation activities.

#### **b. Evaluation and Organizational Learning**

- Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding Economic Development Office CORs/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.
- Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
- Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of economic development evaluations, climate assessments, etc.
- Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- Manages the Collaborating, Learning, and Adapting (CLA) action plan of the Economic Development Office, including the associated Learning Agenda and recurring and regular Learning activities.
- Organizes and leads roundtables and consultations with Economic Development Office staff, IPs, and other stakeholders to develop/implement a Learning Agenda for economic development interventions; identifies mechanisms for implementing research; and, manages implementation of research and evaluation activities and dissemination of results.
- Provides technical leadership and oversight to various Ministries (Agriculture, Commerce, Land and Natural Resources, Tourism, Energy, etc.) and other host-country government staff to ensure that national-level data is available and reliable, and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

#### **c. Project Management**

- Serves as a C/AOR and/or Activity Manager for SI/MEL programs/projects/activities awarded through the Economic Development Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Economic Development Office, Mission, and USG objectives.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

#### **d. Representation**

- Represents the Economic Development Office, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.
- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Drafts talking points and/or speeches for the Office Director, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

## REQUIRED QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of a US-style university master's degree in a field related to social science, statistics, agriculture, natural sciences, international development or other quantitative discipline, or the local equivalent.
- b. **Experience:** Five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field, for USAID, other donor agencies, host-country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data.
- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective; formal C/AOR training; training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as they become available, subject to availability of funds.
- d. **Language Proficiency:** Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken.
- e. **Job Knowledge:** In depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. Excellent knowledge of MEL systems, economic development programming, and international donor operations in the sector. Knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the economic development sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- f. **Skills and Abilities:** The ability to plan, organize and execute complex SI/MEL activities, including the ability to provide technical leadership and apply this ability to programming in the host country and the region. The ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases.

**Supervision Received:** The Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL]) works under the supervision of the Economic Development Office Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Contractor will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

**Supervision Exercised:** Continuing supervision of other Division and Office staff is not anticipated. The Contractor may be assigned as a group/Team Leader but will not serve as a full supervisor. Contractor is expected to serve as mentor to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance as assigned.

## EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

### TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

### BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

#### POINT OF CONTACT

Summer Tucker, Executive Officer  
[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov)

### APPLYING:

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.

**Only short-listed candidates will be contacted.**

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**The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.**

**--END OF SOLICITATION--**